# Generating Mailing Labels from U.S. Bankruptcy's Court Matrix
Using Microsoft Word

This document will demonstrate how to save the mailing matrix and generate mailing labels using Microsoft Word's mail merge feature. You can use this method when you find the PDF labels do not print correctly on your label paper stock.

First you must save the court's matrix on your computer. To do this, perform the following steps:

1. Log into the ECF system using the court assigned login and your password. Once in the system, click on the 'Reports' menu item from the blue menu bar. From the reports section of ECF, click on 'Mailing Matrix' as shown below:
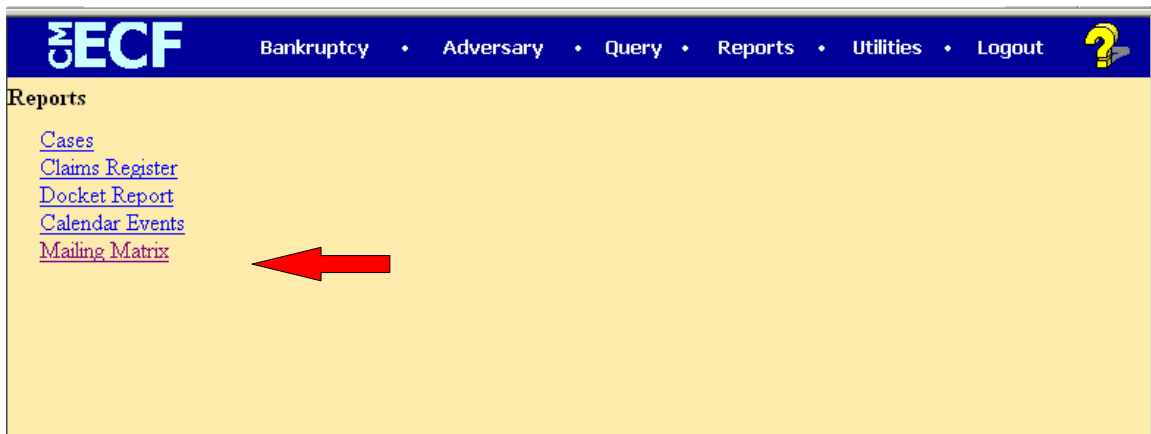
2.	From the Mailing Labels by Case screen, type in the case number, choose the case participant type, creditor types or 'All' for all case participants. Before clicking on the [Next] button, select 'Raw format' from the Print format list box. You may now click on the [Next] button to display the mailing matrix.


3.	Your mailing matrix will be displayed on the screen in raw format, meaning each field of the name and address are separated by a pipe symbol (|). This file can now be saved and imported into Microsoft Word as a mail merge. To save the file, select Edit, Select All from the browser menu bar or hit Ctrl-A. This will highlight the text of the address. Now you can copy the contents by selecting Edit, Copy from the browser menu bar or hit Ctrl-C. This information you just copied will now be imported into Microsoft Word.

4.   Open Microsoft Word so the contents you just copied can be imported. Within a blank document, paste the contents of the address file by selecting Edit, Paste from Microsoft Word's menu bar or hit Ctrl-V. Once the contents are pasted, you will now save the file as a .txt file to be used in the mail merge.

5.   Save the file by selecting File, Save from Microsoft Word's menu bar or hit Ctrl-S. Within Microsoft Word's Save As dialog box, type in a file name for the matrix and select a directory to save the file into. Before selecting Save, you must choose .txt as the type of file to save. Click the drop-down arrow next to the 'Save as type:' selection box. Select 'Text Only (*.txt)' Now you may click the Save button to save your matrix file.
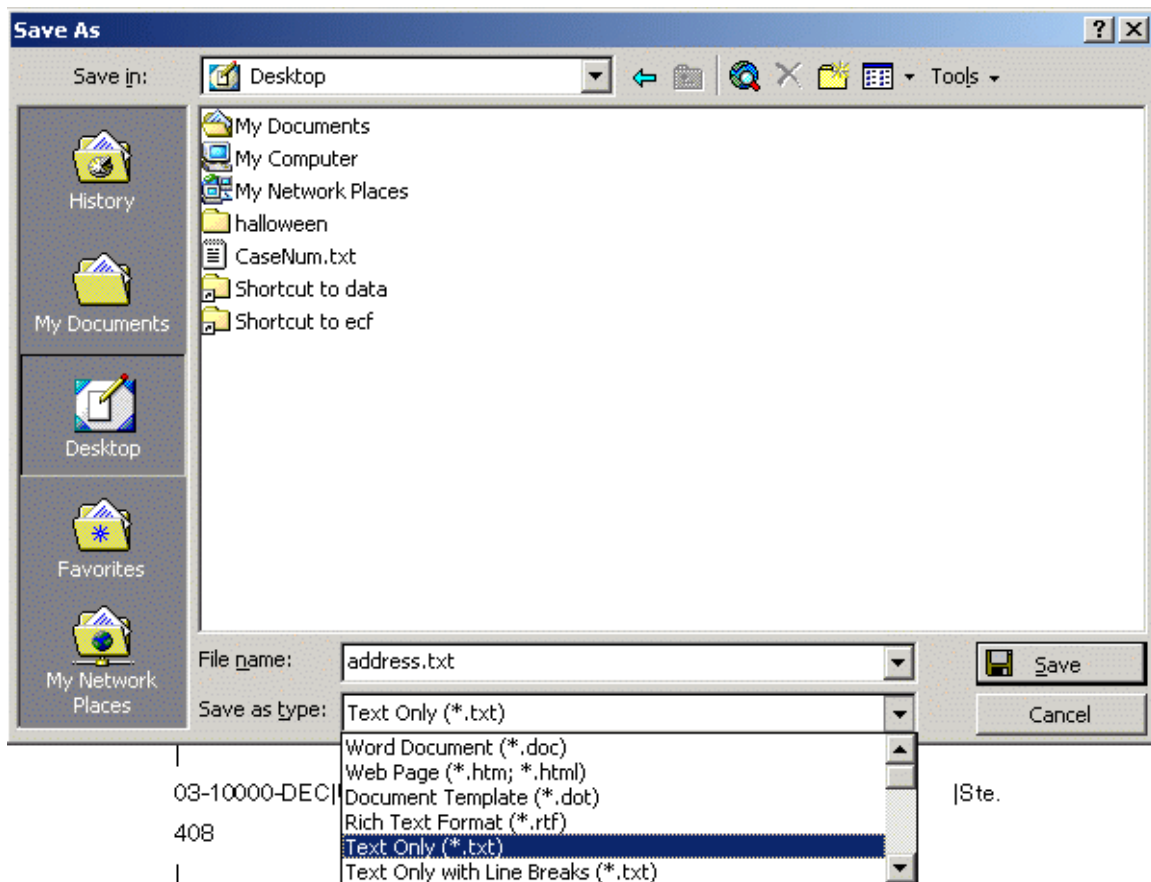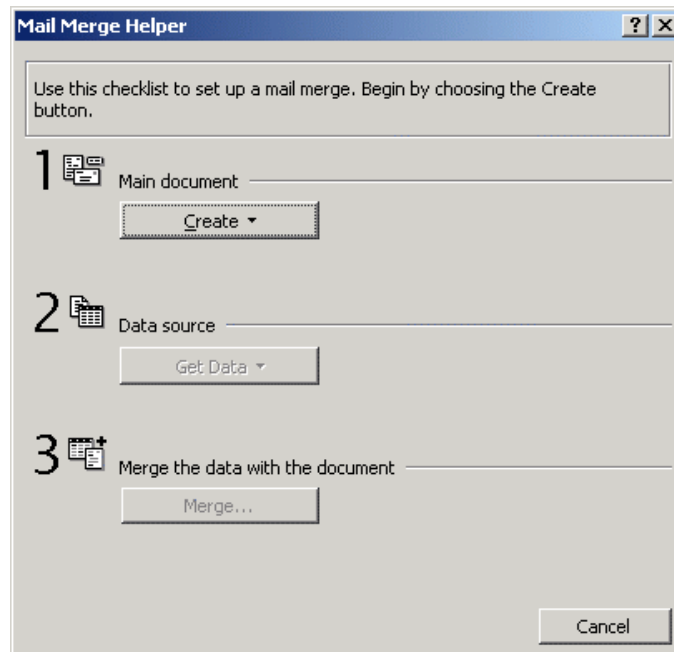
When saving the file as a 'Text Only' file, you may receive an information dialog box from Microsoft Word like the example below.
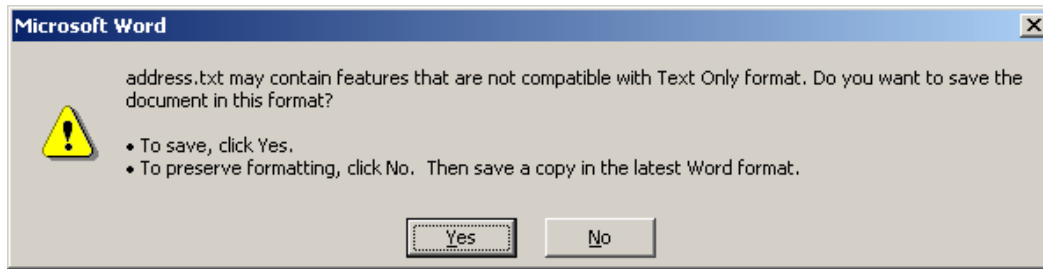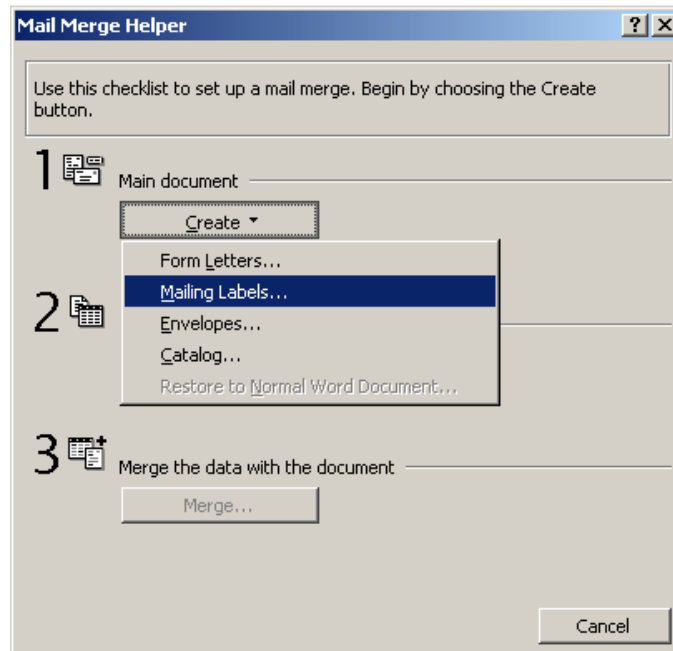

Click on the 'Yes' button if presented with this dialog box.

6.   The next step is to create a mail merge file within Microsoft Word. From Microsoft Word's menu bar, select Tools, Mail Merge. The Mail Merge Helper dialog box will appear.
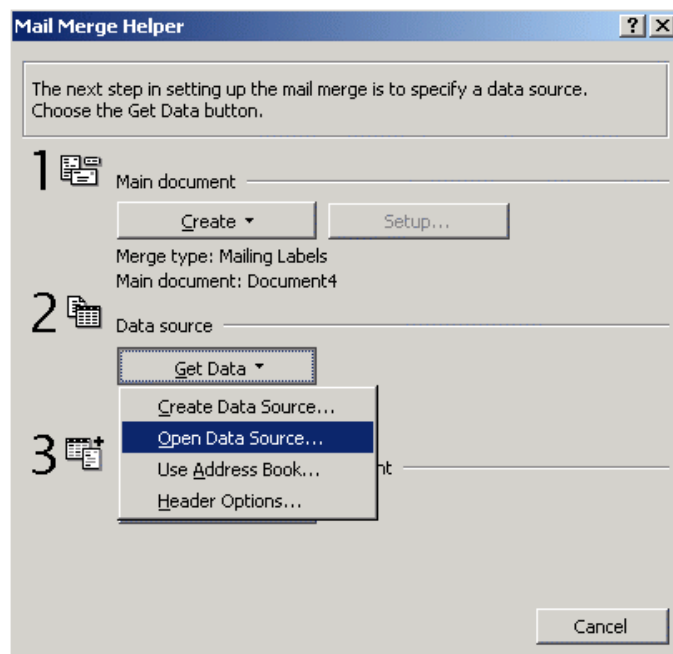
Click the Create button within the Mail Merge Helper (Step 1). You will be presented with a few options. Select the Mailing Labels option.


Select New Main Document within the next window.

7.   Next you will choose the file name for the matrix you just saved. Select Get Data (Step 2). Now choose Open Data Source.

From the Open Data Source dialog box select the drop-down box next to 'Files of Type' and select Text Files (*.txt). Now browse your directory structure to find the matrix file you saved in step 5 above. When you find your file, highlight the file and click on the Open button.
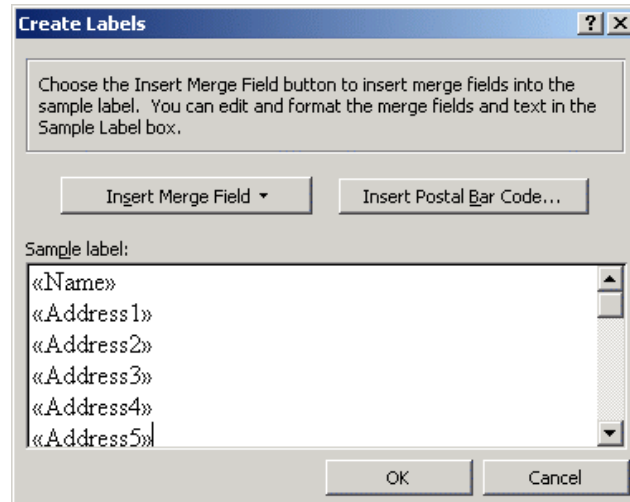
8. After you select your file, a message box from Microsoft Word will appear asking you to set up your document. When this box appears, click on the <u>Set</u> Up Main Document button.

9. Since you elected to create a Mailing Labels merge file, you will now be presented with the Label Options dialog box. Scroll through the various labels until you find the labels you will be using for this matrix. Select the label and click on the OK button.
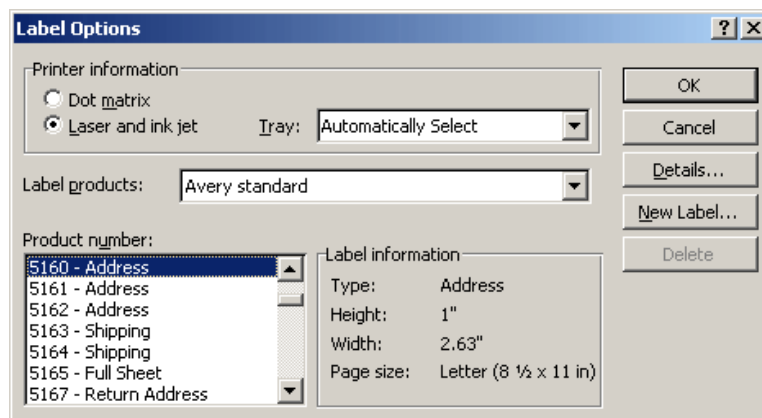
10. Once you select your label format, you will be prompted to insert the fields you would like printed on your label. When you saved your matrix file in Step 5 above, the file contained seven (7) fields as follows: 1) Case Number, 2) Name of entity, 3) Address field #1, 4) Address field #2, 5) Address field #3, 6) Address field #4 and 7) Address field #5.
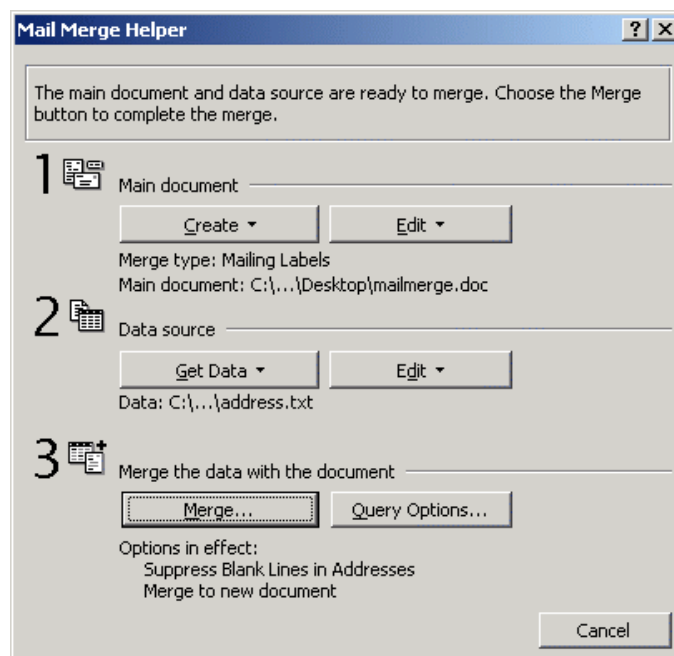
For your label, you can insert as many of these fields as you like, but at the minimum you will need fields 2-7. For this demonstration, I will insert fields 2-7.

First, click on the In<u>s</u>ert Merge Field button. A list of the fields in the matrix file will be presented. Click on the Name field. When the `<<Name>>` field appears in the Sample label, hit the return key. Repeat the above for each of the remaining six (5) fields. Your sample label should look like the following:

Create Labels

Choose the Insert Merge Field button to insert merge fields into the sample label. You can edit and format the merge fields and text in the Sample Label box.

[Insert Merge Field ▼]   [Insert Postal Bar Code...]

Sample label:

```
«Name»
«Address1»
«Address2»
«Address3»
«Address4»
«Address5»
```

[OK]   [Cancel]

Once you add the seven (6) fields, click the OK button.

11.   The only thing left to do is hit the Merge button (Step 3).

Mail Merge Helper

The main document and data source are ready to merge. Choose the Merge button to complete the merge.

1   Main document
   [Create ▼]   [Edit ▼]
   Merge type: Mailing Labels
   Main document: C:\...\Desktop\mailmerge.doc

2   Data source
   [Get Data ▼]   [Edit ▼]
   Data: C:\...\address.txt

3   Merge the data with the document
   [Merge...]   [Query Options...]
   Options in effect:
       Suppress Blank Lines in Addresses
       Merge to new document

[Cancel]

When you click the Merge button, a dialog box will appear asking if you would like to merge to a new document, to the printer or to electronic mail. Select 'New Document' and hit the Merge button.
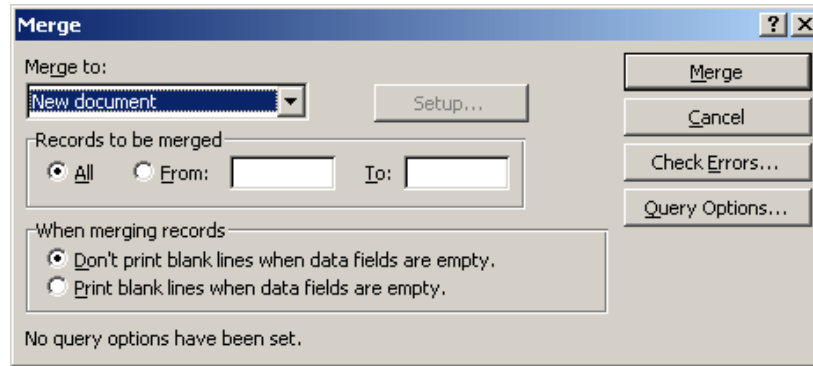
You may receive the following message from Microsoft Word after clicking on the Merge button.

If this message appears, hit the OK button to continue.

12.   Once you hit the Merge button, the matrix in Step 5 above will be merged with the label you selected in Step 9 above. A new document will be created and should be presented in Microsoft Word.

However, Microsoft Word may present the label merge file instead of the merged document. The label merge file will look like the following example.

If your merged document does not show, click on <u>W</u>indow from Microsoft Word's menu bar and select the file Labels*x* (*x* represents a number generated by Microsoft Word).

13. Your mail merged file will look like the following, depending on the style of label chosen in Step 9 above. The file below is shown with Avery Label 5160.

14. If you will be generating labels on a routine basis, you can save the label merge file so you will not have to perform Steps 8, 9 and 10 above. To save the label merge file, click on Window from Microsoft Word's menu bar and select Document*x* (*x* represents a number generated by Microsoft Word).

    The label merge file presented should look like the following depending on the style of label selected in Step 9 above.

15. You may now click on File, Save or hit Ctrl-S to save the label merge file. Select a directory and a filename and click on Save to save the file.

16. The next time you are ready to create a mailing label merge file in Microsoft Word, you can simply open this label merge file, click on Tools, Mail Merge from Microsoft Word's menu bar, and perform Steps 7, 11 and 12 above.